

SECTION CHIEF, REVENUE AND RECOVERY

DEFINITION:

Under general supervision to participate and supervise in the collection and accounting of a variety of accounts and other debts owed the County of San Diego; and to perform related collection and financial reporting work and accounting functions.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class supervise a group of Revenue and Recovery Officers and/or Clerical Accounting personnel in the Revenue and Recovery Division, of the Department of Auditor and Controller. The Section Chief is responsible for the planning and organizing of the collection activities of their respective section.

EXAMPLES OF DUTIES:

Administrative: Plans, organizes, and participates in the collection and accounting of a variety of accounts and other debts owed to the county; provides technical assistance to the Division Chief; manages branch offices in the outlying areas; analyzes complex accounts to determine and implement effective work procedures.

Supervisory: Responsible for management and direction of section personnel and work assignments; supervises subordinates personnel in a variety of activities; evaluates staff in job proficiency; trains, develops, and monitors staff to perform assigned tasks.

Accounting: Maintains and reconciles subsidiary and control accounts; prepares periodic accounting reports.

Collections Enforcement: Supervises and directs subordinates to interview debtors, employers, and others to obtain financial information and evaluates financial status of debtors.

Communication: In addition to daily supervisory contact with staff, acts as liaison with other county offices, State and Federal agencies, attorneys, various courts, and private sector business by correspondence or in person.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and practices of employee supervision and training.
- Laws, regulations, and codes relating to funds collection.
- Techniques of credit and collection.
- Investigative procedures in delinquent accounts collection.
- Information resources in checking financial conditions and responsibility.
- Accounting techniques and forms.
- Interpretation of computer generated output information.

General Knowledge of:

- General Management System in principle and in practice.

Skills and Ability to:

- Interpret legal procedures and prerogatives in the collection of delinquent accounts.
- Interpret and analyze financial transactions to determine accounting codes and classification.

- Establish and maintain effective records and accounts.
- Supervise the work of others.
- Establish and maintain effective relationships, especially under conditions of stress.
- Exercise mature and sound judgment in the course of action.
- Communicate effectively orally and in writing with staff, other county offices, State and federal agencies, and the public.

EDUCATION/EXPERIENCE:

Education, training and/or experience which would clearly demonstrate possession of the knowledge and skills stated above. Examples of such education and experience combinations are: Two (2) years or more as a Revenue and Recovery Officer III in the Department of Auditor and Controller; OR, three (3) years as an Accounting Technician in County service.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

Probation:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).